

Educational Technology Plan

University Preparatory Academy

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District Code: 82702

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Technology Plan

SECTION 2:

Mission: University Preparatory Academy (PSAD)'s mission is to prove that urban students can succeed in college given personalized learning and a relentless commitment to their success.

Introduction: University Preparatory Academy-PSAD (UPA) is a K-12 Public School Academy, chartered by Grand Valley State University, located in the New Center Area of the city of Detroit. UPA, entering its tenth year, currently serves approximately 1650 students and employs 125 teachers. The district is composed of two Elementary Schools, one Middle School and one High School. The student population is 99.9% African-American, with approximately 70% of all families qualifying for free or reduced-price lunch.

SECTION 3:

Vision: All students and staff at University Preparatory Academy will become proficient at selecting and using the appropriate technology to solve problems, investigate the world around them, communicate and collaborate using a variety of media. Our use of technology will support students in becoming productive members of a global society.

University Preparatory Academy seeks to create an environment in which technology is used to continuously improve the learning outcomes for students, to strengthen the efficiency and effectiveness of staff, and increase the satisfaction of parents.

To accomplish this, we see ourselves engaging in a process of continuous review and improvement that focuses on five main areas. These include: Communication and Collaboration, Expansion and Acceleration of Student Learning, Infrastructure, Technology Tools, Research Capabilities, and Productivity.

Goals: The broad goals of UPA's District and Building Improvement Plans are all focused on increasing the engagement of our students in rigorous learning experiences that will lead to increased achievement and strong preparation to succeed in post-secondary learning experiences (college/technical school). The goals described below provide the broad outlines of how we intend to use technology to support our efforts to these ends.

1. Use technology to improve student achievement: Develop, implement and evaluate strategies to strengthen student achievement through the

- use of technology that is highly integrated into teaching and learning; more effectively address the learning needs/styles of all students; expand learning opportunities through the use of technology
 - a. Strengthen integration of technology into teaching and learning:
 - b. Provide equity of access to technology tools across buildings and students

- 2. Manage and support technology resources to maximize effectiveness: Develop, implement and evaluate procedures for maintaining, expanding and/or replacing technology systems
 - a. Implement coherent technology standards across district
 - b. Establish priorities for use of financial resources available for technology
 - c. Establish schedule for purchasing/replacing technology equipment
 - d. Assess need for increased revenue for technology spending

- 3. Improve Communication and Collaboration: Develop, implement and evaluate systems for increased communication and collaboration among and between all stakeholders (students, staff, parents) and a variety of relevant external communities
 - a. Maintain and maximize use of online resources to enable parent and student access to student progress data, assignment information and instructional resources such as online textbooks
 - b. Develop formats for interactive and ongoing communication for stakeholder groups within UPA community and linking UPA and other K-12 groups

- 4. Improve productivity through use of technological solutions: Develop, implement and evaluate systems for improving efficiency, effectiveness and satisfaction of staff through use of technological solutions
 - a. Use technology to simplify routine processes such as data collection and analysis, reporting to parents, and compliance reporting

SECTION 4

Curriculum Integration:

Goal 1: Use technology to improve student learning

Objective 1a: Strengthen integration of technology into teaching and learning

Strategies:

- ✚ Develop K-12 Technology Skills Scope and Sequence in alignment with Michigan Educational Technology Standards (METS) – 2009-2010
- ✚ Develop and pilot 2nd, 5th, 8th grade assessments to measure student proficiency on identified skills 2010-2011
- ✚ Begin annual administration of 2nd, 5th, and 8th grade assessments and use results for program and school improvement purposes 2011-2012

- ✦ Establish Digital Academy (30 hours of Professional Development for 20 teachers each year) to train teachers to comfortably use technology resources to enhance instruction and increase student achievement (2009-2010). Continue program in each succeeding year.
- ✦ Establish Technology Advocates within each school building to support teachers in using technology in teaching (2009-2010). Continue to add Advocates in each succeeding year.
- ✦ Establish Standing Curriculum and Instruction Subcommittee of District Technology Committee to scan available resources and introduce new ideas in ongoing process of expansion and improvement (2009-2010)

Objective 1b: Provide equity of access to technology tools across buildings, content areas, and students

Strategies:

- ✦ Increase High School students access to computers such that all students who need access to complete projects/homework will have adequate access (2009-2010)
- ✦ Ensure that all buildings have reliable systems in keeping with district standards (2009-2010)
- ✦ Increase hardware resources to enable full implementation of curricular programs at each level and in each department (2009-2012)
- ✦ Redesign district website to facilitate student access to academic support resources (2009-2010)

SECTION 5

Curriculum: Student Achievement:

Strategies:

- ✦ Continue using software and online resources that have research-based proven effectiveness to deliver supplementary instruction to students who struggle to master grade level outcomes in core curricular areas. Examples include: READ 180, Fasttmath, Geometer's Sketchpad, online companion materials for Connected Mathematics and Key Curriculum (2009-2012)
- ✦ Continue using online resources (Michigan Virtual University) to provide High School students opportunities to recapture course credit and take courses that are not offered in our regular program (2009-2012)
- ✦ Continue using MyAccess (online resource) to provide 6-12 grade students with immediate feedback to accelerate their learning of writing concepts (2009-2012)
- ✦ Begin using Data Director to collect student achievement data for use in individual student planning, grade level planning and school improvement planning (2009-2010)

SECTION 6:

Curriculum: Technology

Strategies:

- ✚ Online delivery of courses will be utilized for students (e.g., credit recovery, advanced course options, homebound instruction) and professional development (e.g., courses, webinars, and online collaboration) (2009-2012)
- ✚ High School students will have opportunities for internships in businesses and organizations utilizing cutting edge technologies (2009-2012)
- ✚ Use web-based resources such as thinkfinity and learningcommons to facilitate individual Learning Plans.

SECTION 7

Curriculum: Parental Communications and Community

University Prep's Technology Plan will be available for review at all school buildings. It will be posted on the District website. This posting will be announced in all school newsletters.

Strategies:

- ✚ Redesign UPA website to improve communication with parents and community (2009-2010)
- ✚ Pilot use of electronic messages, such as email "blasts" to get important information out to parents in the most timely manner (2009-2010)
- ✚ Make student attendance, progress reports and assignment information available to parents online (2010-2012)
- ✚ Involve parents in planning and evaluation of technology use through surveys and forums and input of parent representatives on building-based School Improvement Teams (2009-2012)
- ✚ Expand use of classroom web pages and blogs (2009-2012)
- ✚ Develop an effective system for keeping UPA website up-to-date (2009-2010)

SECTION 8

Curriculum: Collaboration

UPA School District does not have any adult education, ESL or GED certification programs. Our students access these services through our ISD, Wayne RESA.

SECTION 9

Professional Development

We have developed a four-part plan to ensure that all staff will strengthen their skill in using new technologies for improvement of services to students and families. The four main components are as follows:

- ✚ Introductory training for all new employees (how to use basic equipment/software and inventory control practices); awareness-level

training when any new equipment/software is being rolled out and current state and national standards addressing technology competencies for teachers and administrators

- ✚ Indepth training for special groups (e.g. Geometer's Sketchpad for High School Math teachers; MyAccess for Middle and High School Language Arts teachers)
- ✚ General indepth training for Technology Advocates/Leaders (UPA Digital Academy). One Elementary cohort (10 teachers) and one Secondary Cohort (10 teachers) will be trained in a one year course each year. They will meet for 3 days during August professional development time and once per month (3 hours) throughout the school year. Participants will:
 - Develop and test model lessons and/or unit plans that integrate technology to create an engaging, interactive learning environment
 - Use technology resources such as blogs, RSS, Social Bookmarking, and Google docs to enhance their personal learning
 - Develop skill in using tools and strategies for integrating technology into instruction (e.g., blogs, wikis, podcasts, voicethread, Skype, digital storytelling, online course management options)
 - Participate in an online learning environment

At the conclusion of the one-year program, participants will become Technology Advocates in their buildings, supporting increased integration of technology with colleagues

- ✚ Just-in-time modeling of specific techniques by building-based Technology Advocates

Specific activities and strategies include:

- ✚ Ongoing training and support of PowerSchool student information system with PowerTeacher grading program will be provided through small group sessions with teacher trainers (ongoing and continuing)
- ✚ Ongoing training and support of Data Direction student achievement data warehouse will be provided through small group sessions with teacher trainers (2009-2010)
- ✚ Grade level and departmental teams will identify training needs to use targeted programs and technologies through School Improvement planning process (e.g. Geometer's Sketchpad for Geometry teachers, MyAccess for 6-12 English Language Arts teachers; Excel; MAC software such as iphoto and imovie; and Calculator use) – (2009-2012)
- ✚ Notebook computers will be purchased for all teachers and administrators. Ongoing training and support will be provided to maximize utilization of this technology for planning and instruction, data analysis and communication purposes. (2009-2010)

Section 10

Professional Development: Supporting Resources

Resources available to ensure successful and effective use of technology include:

- ✦ Budget allocations for infrastructure, hardware and software, online subscriptions, professional development and technical support
- ✦ Hire Technology Director to oversee implementation of the three-year plan and to provide guidance for our overall technology operations
- ✦ Helpdesk and technology support staff to ensure efficient and effective repair/troubleshooting when needed
- ✦ Data Management Software (Data Director) will increase effectiveness in using student achievement data to make sound instructional decisions for individual students and programmatic decisions to improve overall achievement outcomes
- ✦ We will continue to use Michigan Virtual University for credit recapture and will explore using it to offer courses that are not part of our regular program to expand student learning opportunities
- ✦ District, building and classroom websites (pages) will provide a mechanism for information dissemination and communication with staff, students, parents and the community
- ✦ District policies for technology use will ensure ethical and safe use of technology and will ensure inventory control
- ✦ Publicize free web-based professional development resources
- ✦ Explore ISTE webinar series
- ✦ Investigate and publicize resources of Wayne RESA
- ✦ Human resources, such as Technology Advocates and other consultants, to train staff in use of specific tools/techniques
- ✦ District Technology Committee will meet monthly to monitor implementation of 3-Year Technology Plan, to address emerging technology and technology integration issues, and to develop policies as needed

SECTION 11:

Infrastructure, Hardware, Technical Support and Software

Infrastructure:

Overview:

The UPA network uses a private 10.x.x.x addressing scheme and is behind a central firewall which is managed by the schools Internet Service Provider (ISP), Paetec. Paetec controls routing between the locations and incoming and outgoing traffic as designed by the IT staff. Changes to the network can be made by calling the Paetec Network Operations center and opening a change request form.

The UPA Wide Area Network:

This consists of multiple bonded T1 connections at each school. This connection serves 2 purposes. Each school has their own Internet connection through this and it also serves as their connection for resources on the UPA network in any of the buildings and campuses within UPA. Each school has their own content filter which reports back to a central filter which is located on the high school campus in the Mosaic theater building. These connections are fully managed by Paetec. This includes firewall services both incoming and outgoing from the UPA network. Spam Filtering at UPA is outsourced through a third party. The 3rd party scans the email for spam and viruses and then delivers the email across the Internet to UPA.

The UPA local area network:

The UPA local area network is a fully switched 10/100 network using predominantly 3Com Hardware. A mix of fully managed and unmanaged switches are deployed. Each school has between 1 and 3 distribution frames where the network hardware resides. The distribution frames are connected to one another through the use of fiber optic cabling. Multiple classrooms have switches deployed in the classroom in order to accommodate the increase in devices across the UPA network.

The UPA servers consist of primarily HP Proliant servers and Apple OSX servers. These servers act as DHCP servers (assignment of IP addresses) and also provide for file, print, and email services. There are an additional 4 servers at UPA which provide terminal services to the thin clients deployed across the UPA network. These terminal servers sit behind a Barracuda IP load balancer to balance incoming terminal server connections.

Hardware: Currently in place

School	Platform	Devices	Status
UPA Elementary School – Ellen Thompson Campus	Macintosh for students and staff	Emacs	Purchased in 2005. Use 10.3 version of Mac OSX - not able to run some of the latest versions of Mac software, limiting their flexibility and usefulness Purchased in 2008; good functionality

		Mobile cart with 30 laptops	
UPA Elementary School – Mark Murray Campus	Macintosh for students Thin Clients for Staff	Imacs Mobile cart with 30 laptops	Purchased in 2008. Functioning well Purchased in 2008. Functioning well.
UPA Middle School	PC and Thin Client	For students: Variety of thin clients including ANT ThinCast units (1992); Wyse (2005); Wyse All-in-One (2003); Neoware cA15 (2006); and HP (2008). For staff: Desktop HP PCs Mobile cart with 20 laptop PCs 4 Elmo video projector/cameras on carts	Varying ages and brands of thin clients results in much frustration for student users. Purchased in 2008. Functioning well. Purchased new in 2008 Purchased new in 2008 Purchased in 2007. Functioning well.
UPA High School	PC and Thin Client	For students: Variety of thin clients including ANT ThinCast units (1992); Wyse (2005); Wyse All-in-One (2003); Neoware cA15 (2006); and HP (2008). For staff: Desktop HP PCs 4 Mobile laptop carts – 20 PCs each 12 Elmo video	Varying ages and brands of thin clients results in much frustration for student users All staff received new PCs in 2008 Purchased new in 2008 Purchased new in 2008

		projector/cameras on carts	
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UPA outsources its technology direction and support (Smart Solutions, Inc.) One full time director and two full time techs provide technology support for our four schools and the administration of our district. Support is requested on an as-needed basis and prioritized by the IT staff. Additional help is available on a short-term basis through our contract with Smart Solutions.

Current software for staff includes Microsoft Office Suite; Powerschool for attendance, grading, and other student management activities; and Data Director, for student achievement data management.

Current student software for Elementary Students includes: iSuite; Fasttmath, READ 180, Storybook Weaver, Kid Pix, Kidspiration, and Virtual Thesaurus.

Current student software for Middle and High School students includes: Microsoft Office Suite, READ 180; Geometer’s Sketchpad, and MyAccess.

Strategies for improving infrastructure, hardware, software, and technical support include the following:

- ✚ Purchase additional hardware to bring all classrooms up to a defined district standard (student and staff computers; video projection devices; Smartboards) 2009—2012)
- ✚ Create wireless hot spots within each school building until such time that e-rate funds support making all building wireless (2009-2010)
- ✚ Bring Technology Director position in house to provide more accountability and full engagement in planning, implementation and evaluation of technology activities (2009-2010)
- ✚ Add Computer Techs (1 for every additional 100 devices)
- ✚ Determine schedule for replacing equipment and create long-term budget to provide resources to support periodic replacements (2000=2010)

District Standard		
Level	Group	Equipment
Elementary	Staff	ibook equipped with Microsoft Office Suite and iWorks
	Classrooms	4 iMacs videoprojection device

	Building	1 mobile computer lab per floor
Middle School	Staff	PC laptop equipped with Microsoft Office Suite
	Classrooms	4 PC desktop computers videoprojection device
	Building	1 mobile computer lab per floor
High School	Staff	PC laptop equipped with Microsoft Office Suite
	Classrooms	4 Thin Clients Videoprojection device
	Building	1 Thin Client Lab per building 2 mobile computer labs per building
All - Replacement of Equipment	At least 20% of staff and student computers will be replaced each year	

Three Year Plan to bring all classrooms up to District Standard

2009-10	2010-2011	2011-2012
<p>MOVE: 80 High School laptops (75 for staff; 5 to MS Mobile Lab)</p> <p>Middle and High School Staff PCs to Middle School Classrooms (3/classroom)</p> <p>Elementary School Staff Thin Clients to High School labs and stock</p> <p>29 E-2 Staff I-macs to E-1 4-5 classrooms (4 per classroom)</p> <p>E-macs from E-1 4-5 classrooms to E-2 K-3 classrooms (add 1 per classroom for total of 4 per</p>	<p>Purchase: 60 Smartboards</p> <p>24 PCs for Middle School Classrooms (to bring up to 4 per classroom)</p> <p>1 Apple Mobile Cart for E-2 and 20 ibooks (10 for E1 and 10 for E2)</p> <p>210 Netbooks for High School</p> <p>60 Elmo Cameras</p> <p>2 PC carts with netbooks for Middle School</p>	<p>Purchase: 45 Smartboards 45 Elmo Cameras</p> <p>2 Apple Mobile Carts (1 for E1 and 1 for E2)</p>

classroom) Purchase: 21 smartboards for Digital Academy 1 Hotspot per building 58 ibooks for Elementary Staff 165 Netbooks (5 for Middle School Read 180 cart; 160 for High School carts) 10 Elmos with carts (4 for Middle School; 3 for each Elementary School) 12 PCs for Middle School Classrooms		
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SECTION 12

Infrastructure, Hardware, Technical Support, and Software: Increase Access

Strategies to increase access to technology for all students and all teachers:

- ✚ Continue to work with consultants from Wayne RESA regarding assistive technologies for students with special needs (2009-2012)
- ✚ Upgrade building and district switches and servers to support increased use (2010-2011)
- ✚ Provide all teachers with laptop computers to facilitate experimenting with new technology tools and activities (2009)
- ✚ Provide a supply of netbook computers that Secondary students can take home overnight, on weekends, and during vacations to work on projects, complete on-line courses, use web resources in support of class work.

SECTION 13

Funding and Budget: Budget and Timetable

3-Year Technology Budget Plan			
	2009-2010	2010-2011	2011-2012
Salaries and Benefits	100,000	105,000	110,000

License agreements and fees	30,000	30,000	30,000
Hardware and Networking Costs	282,000	275,000	316,000
Professional Development	32,000	22,000	19,000
Maintenance and Service Costs	245,000	280,000	315,000
Total	689,000	712,000	790,000

SECTION 14

Funding and Budget: Coordination of Resources

Funding for this three year plan will come from a combination of sources. Recurrent expenses such as personnel, annual licensing agreements, maintenance and service costs will be funded from local funds (per pupil reimbursement from the State of Michigan).

New hardware will be purchased using a combination of Title I, Title I ARRA, and grant funds provided by the Kellogg Foundation. We have recently been awarded \$500,000 per year for four years from the Kellogg Foundation, with a significant portion of this money earmarked for hardware that would increase access for students who do not have computers/connectivity in their homes.

SECTION 15

Monitoring and Evaluation: Evaluation

The District Technology Director will be responsible for implementation of all these activities. Unmet goals will be addressed through District and School Improvement Planning processes.

Implementation of the strategies outlined in this plan and adherence to timelines will be reviewed quarterly as part of UPA’s ongoing school and district improvement team processes. (2009-2012)

As part of the needs assessment upon which this plan is based, all instructional staff were assessed using the Levels of Technology Integration (LoTI) Survey. This survey will be repeated annually to assess deepening of teachers’ knowledge and increase in their use of technology to promote student learning. (2009-2012)

Staff will be surveyed annually to provide feedback on quality of technology support, reliability of systems, suggestions for improving accessibility/reliability of systems and equipment. (2009-2012)

All Professional Development offerings will be assessed by participants, providing information regarding relevance of the training, effectiveness of the training, and needs to follow-up/further training. (2009-2012)

Students in grades 2, 5 and 8 will be assessed to determine extent to which they have mastered proficiency on identified skills. (2010-2011 and every year thereafter)

Parents will be surveyed regarding satisfaction with their children's technology experience and suggestions for improvement. (2009-2012)

SECTION 16

Monitoring and Evaluation: Acceptable Use Policy

Internet filtering is provided through Smart Solutions, Inc.

The Board approved Acceptable Use Policy is reviewed annually with staff, students, and parents. It is a component of the Student Handbook and is posted on the district website. Adherence to the policy is monitored by teachers and administrators.

UPA's Acceptable Use Policy:

University Preparatory Academy

ACCEPTABLE USE POLICY INFORMATION TECHNOLOGY RESOURCES

The school's information technology resources, including email and Internet access, are provided for educational purposes. University Preparatory Academy encourages and strongly promotes use of technology in the educational community. To ensure students, staff and parents can take full advantage of available technologies, all technology use in the district must be properly authorized, adhere to district policy, and be in support of and consistent with the purposes and stated goals of the school district. The district fully understands and is in compliance with all regulations of the **Children's Internet Protection Act (CIPA)**. As such, the district utilizes an Internet filtering system that is supported by Smart Solutions, Inc.

Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.

- Conserve, protect, and share these resources with other students and Internet users.
- 3. Respect and protect the intellectual property of others.
 - Not infringe copyrights (no making illegal copies of music, games, or movies!).
 - Not plagiarize.
- 4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher.
 - Take good care of all resources and report any problems to a teacher as soon as discovered.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above

1. Design and post web pages and other material from school resources.
2. Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student	Date
Parent/Guardian	Date

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.

THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.

SECTION 17

Technology Inventory

Workstation/end user devices

120 Windows Desktop PC's [80 new, 10) 2-4 yrs, 30) 4-7 years old)

105 Windows Laptops [93) new, 12) 4+ years old]

270 Thin client terminals, 11 to 6 years old.

77 eMacs (5 year old PPC)

140 iMacs (new this year)

60 Mac laptops (new this year)

[Macintosh systems in the elementary schools, Windows machines and thin clients in the middle and high schools,]

Servers

1 Apple XServe OS X Server 10.5 Leopard

4 Terminal servers (MS Terminal Services 2003)

1 Exchange server (2003 running, 2007 licensed)

2 File/print/misc. servers (Windows Server 2003 with some 2008, a couple virtual servers via Hyper-V)

4 Internet filter machines

Videoprojectors

12 Elmo document readers/videoprojectors

8 Videoprojectors

Videocameras

6 videocameras

Software:

MS Office on Windows platform – students and staff

iWorks and Appleworks on staff and student Macs

Openoffice, on student Macs

Accufund (accounting)

PowerSchool (Student information system)
SmartNumbers (in-house custom progress reporting)

Software - Educational

Scholastic Read 180

Scholastic Fastt Math

Geometer's sketch pad

Fountas & Pinell Benchmark assessment system

Fonts for Teachers

Kidpix

Kidspiration